



Title of Policy: Admission/Inclusion of Children and Young People

Effective Date: October 2014

Review Date: November 2017, Next review due: November 2018

1. Rationale or background to policy:

Children and young people who are referred to Wecan must meet specific criteria for their involvement; therefore it is vitally important that there are clear guidelines and policy around admission and inclusion.

2. Policy Statement:

This policy ensures that all children and young people who meet the criteria for inclusion in the Wecan service are given access to activity sessions in line with adequate staffing provision.

In times of increased numbers of referrals, a waiting list may be put into operation together with fair allocation of available spaces meaning that it may not always be possible to offer the number of sessions requested by parents/carers due to the required staff/child ratios.

We maintain the right to refuse admission to children or young people whose support needs are greater than Wecan can provide.

3. Procedures:

Wecan Saturday Club and school holiday provisions are available to children and young people who meet ALL of the following criteria:-

Aged from 6 to 19 years inclusive

Have a moderate to severe learning disability with or without physical or sensory disabilities

Living in Tynedale and South West Northumberland

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Referrals of children and young people are accepted in the following formats:

By a Social Worker or named professional

By GP

By parent/carer

When a child or young person is referred to Wecan, the referrer is requested to complete the Wecan standard information forms with details about the child/young person and their personal needs and to return them to the Wecan Office where they are computerized and filed in a safe area.

The Service Manager will then make arrangements to visit the child and his/her family in a mutually agreeable location to establish the child's needs and requirements, his or her supervision requirements, likes and dislikes and the family requirements. The child's Social Worker will also be contacted (if appropriate) and with parental consent and may be asked to attend the visit/meeting.

Following the assessment the Service Manager will plan a program of involvement for the individual child ensuring that appropriate staff are available to meet all the needs specified.

Once a family has received confirmation of a space the parents/carers will be asked to provide:

- emergency contact numbers
- dietary requirements
- allergies
- health requirements
- legal contact with the child
- parental responsibility
- written parental consent for emergency procedures
- consent form for photographs
- medical information

The Deputy Manager will establish a Personal Log of the individual child to include all necessary information. Specific elements of this log will be shared with the staff assigned to the child if it is deemed appropriate by the Service Manager; apart from this the log remains confidential.

Parents/carers will be given a Parental Information Pack which will contain copies of all relevant policies and information about the delivery of the service.